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21 September 1954

MEMORANDUM FOR: Chairman, CIA Career Council

SUBJECT: The DD/A Clerical Career Service

REFERENCE: Memorandum from Assistant Director for Personnel to Acting Deputy Director (Administration), dated 26 August 1954, subject: "Establishment of a Clerical Career Service in DD/A"

1. Subsequent to receipt of the memorandum of reference above, I have been requested by Mr. [REDACTED] to submit to you a statement of reasons for desiring to establish a clerical career service within the Deputy Director (Administration) organization. It is my understanding that this statement will be considered by the CIA Career Council when it discusses the desirability of creating clerical Career Services in other major components of the Agency.

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2. Your attention is invited to the proceedings of the seventh meeting of the CIA Career Service Board on 21 May 1953. At this meeting the Board discussed a proposal that a Career Service Board be established for clerical personnel within the Deputy Director (Plans) organization. It was the consensus of the Board that the Deputy Director (Plans) might establish such a board if he so desired.

3. The reasons for establishing a separate career service for clerical, secretarial and related personnel within this major component are essentially as follows:

a. It may be expected that a Career Board composed of senior officials will devote more time and attention to planning the utilization and development of its "professional" specialists than it will to lower-graded clerical personnel under its jurisdiction. It is believed that all personnel, regardless of grade level, are entitled to adequate consideration by a Career Board throughout their careers, particularly with respect to longer-range planning for the development of their careers rather than for their immediate utilization. The proposed Career Board will give more direct consideration to clerical personnel than can logically be expected of the existing Career Boards in this organization.

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b. The problems involved in providing a real career to clerical personnel are essentially the same within each of the Offices and Staffs of this organization. This set of mutual problems may be better resolved by a single Career Board. It is further believed that a large group of employees who perform closely related duties and who present the same career problems are actually members of a separate Career Service which they themselves compose. It is believed also that the establishment of a Career Board for these employees will lead to more uniformity and standardization in procedures for their utilization and development in the different components to which they are assigned.

c. The proposed Career Board will, to some extent, be able to offer clerical personnel a wider opportunity for assignment, rotation and development. It will act as a clearing house of information concerning assignment opportunities for clerical personnel in all Offices and Staffs, and will facilitate the movement of clerical personnel between these components. It will recommend employees in clerical positions for development to perform the higher-graded "professional" specialties within the administrative area.

/s/

L. K. WHITE
Deputy Director
(Administration)

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